

Achievement Tests
(AIMS Science and AzMERIT)
School Year 2015-2016 Test Security Agreement
For Superintendents/Charter Representatives and District Test Coordinators

As Superintendent/Charter Representative or District Test Coordinator, I acknowledge that Achievement Tests are secure tests and agree to the following conditions of use to ensure the security of the tests. For this document, Achievement Tests refers to AIMS Science, AzMERIT 3-8, and AzMERIT EOC.

1. Superintendents and Charter Representatives are responsible for all testing activities within their district/charter. Superintendents and Charter Representatives are allowed to designate a District Test Coordinator to act on their behalf.
 - a. An accurate Test Coordinator Information Sheet for school year 2015-2016 must be on file with the Assessment Section of the Arizona Department of Education (ADE).
 - b. The designated Achievement Testing District Test Coordinator must complete all pre-test trainings provided by ADE for each of the test administrations in which that the district will be participating.
2. All necessary security precautions shall be in place to safeguard test materials.
 - a. Access to test books and answer documents shall be restricted.
 - b. The names of all persons having access to the test books and answer documents shall be kept on file by the designated district test coordinator.
 - c. A list of students must be kept on file with the test administrator(s) and test proctors(s) that were in the test room during the administration of the test.
 - d. All persons having access to the Achievement Test materials, other than students to whom the tests are administered, shall sign a School Year 2015-2016 Achievement Test Security Agreement. Signed test security agreements shall be kept on file for 6 years.
 - i. Building administrators shall maintain the agreements signed by building staff.
 - ii. Superintendents/charter representatives shall maintain the agreements signed by building administrators.
 - iii. The Assessment Section of ADE shall maintain the agreements signed by superintendents and charter representatives.
 - e. All test books and answer documents shall be kept under lock and key except during actual test times.
 - i. Test books and answer documents shall be delivered to test administrators no sooner than the date of testing.
 - ii. Test books and answer documents shall be kept secure until they are distributed to students.
 - iii. Students shall not be permitted to remove test material from the testing room except under supervision of staff.
 - f. Achievement Tests shall not be examined, read, or reviewed.
 - i. No content of the test shall be disclosed nor allowed to be disclosed.
 - ii. No test item shall be discussed at any time.
 - iii. No student test booklet or answer document shall be examined, read, or reviewed.
 - iv. No student response or notations (including stray marks) on a student test booklet or answer document can be changed or erased.
 - v. Student test booklets or answer documents will be submitted for scoring exactly as completed by the student.
 - g. Upon completion of testing, all AzMERIT test materials shall be returned to the designated district test coordinator.
3. The district superintendent or charter representative shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.
4. *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated December 2007, shall be followed.
5. **All instructions in the *Test Coordinator's Manual* and the *Test Administration Directions*, which include reading the directions to students exactly as scripted in the *Test Administration Directions*, shall be followed.**

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the Achievement tests for school year 15-16, will also sign a Test Security Agreement.

Superintendent/Charter Representative Signature: _____ Date: _____

Printed Name: _____ Title: _____

District Test Coordinator Signature: _____ Date: _____

Printed Name: _____

District/Charter: _____ Entity #: _____

Address: _____

City, State, Zip: _____